

PATERNITY (JUDGMENT) PACKET

FORMS TO BE USED TO FILE YOUR FINAL JUDGMENT FOR PATERNITY

A. WHEN THERE IS AN AGREEMENT AND A RESPONSE HAS BEEN FILED:

- 1. APPEARANCE, STIPULATION AND WAIVERS (FL-130)** If the other party has filed a Response and you have an agreement regarding child custody, visitation and support. Fill out this form and you and the other party must sign this form for uncontested matter.
- 2. STIPULATION FOR ENTRY OF JUDGMENT (FL-240)** Use this form if you and the other party have a complete agreement on all issues. You cannot use this form if proceeding by true default or if there is no agreement. Both parties must sign and the Respondent must also pay a filing fee.
- 3. ADVISEMENT AND WAIVER OF RIGHTS (FL-235)** The Petitioner must sign this form in all cases. If the matter is proceeding by agreement, the Respondent must sign this waiver also. This form is attached to the previous form.
- 4. DECLARATION FOR DEFAULT OR UNCONTESTED JUDGMENT (FL-230)** If the other party has filed a Response and you and the other party have an agreement, your matter is uncontested. Only Petitioner signs this form.
- 5. JUDGMENT (FL-250)** To be used in all cases to finalize your matter. You must attach the Parentage Agreement. This agreement must be signed by both parties or if the parties reached an agreement in Mediation attach that agreement. You may attach a Dissomaster print-out to calculate child support.
- 6. INFORMATION SHEET and NOTICE OF RIGHTS (FL-192)** Form are pre-printed and attached to Judgment. Must be attached if child support is requested.
- 7. NOTICE OF ENTRY OF JUDGMENT (FL-190)** This must be included in all cases. You must provide two stamped envelopes with this form, one addressed to each party.
- 8. CHLD SUPPORT CASE REGISTRY FORM (FL-191)** This form must be included in all cases and completed by both parties. Do not include this form in cases in which the Department of Child Support Services is involved.

B. WHEN THERE IS AN AGREEMENT BUT A RESPONSE HAS NOT BEEN FILED:

- 1. REQUEST TO ENTER DEFAULT (FL-165).** If the other side has not filed a Response to your Petition but you have come to an agreement regarding child custody, visitation and support complete this form. **Do Not Use if a Response has been filed.** Include one stamped envelope addressed to Respondent with this form.
- 2. COMPLETE FORMS AND STEPS 2- 8 ABOVE TO FINALIZE** If no Response is filed but the parties have an agreement regarding custody, visitation and support. The Parentage

Agreement attached to the Judgment for step 5 above must be signed by both parties but ***RESPONDENT'S SIGNATURE MUST BE NOTARIZED.***

C. WHEN THERE IS NO AGREEMENT AND NO RESPONSE HAS BEEN FILED:

- 1. REQUEST TO ENTER DEFAULT (FL-165)** If the other side has not filed a Response and there is no Agreement and they refuse to participate. **Do Not Use if a Response has been filed.** Include one stamped envelope addressed to Respondent with this form.
- 2. DECLARATION FOR DEFAULT OR UNCONTESTED JUDGMENT (FL-230)** If the other party has not filed a Response and refuses to participate, you are taking a 'Default' against him or her. Fill out this form for **Default**.
- 3. ADVISEMENT AND WAIVER OF RIGHTS (FL-235)** The Petitioner must sign this form in all cases. This form is attached to the previous form.
- 4. JUDGMENT (FL-250)** To be used in all cases to finalize your matter. Include the attachments for child custody, visitation, and support, as needed. You may attach a DissoMaster print-out to calculate child support.
- 5. INFORMATION SHEET and NOTICE OF RIGHTS (FL-192)** are pre-printed forms which must be attached if child support is requested.
- 6. NOTICE OF ENTRY OF JUDGMENT (FL-190)** This must be included in all cases. You must provide two stamped envelopes, one for each party, with this form.
- 7. CHLD SUPPORT CASE REGISTRY FORM (FL-191)** his form must be included in all cases and completed by both parties. Do not include this form in cases in which the Department of Child Support Services is involved.

IF YOU HAVE AN AGREEMENT FROM MEDIATION OR OTHER ORDERS REGARDING CUSTODY OR SUPPORT, YOU MAY ATTACH THAT AGREEMENT OR ORDER TO THE JUDGMENT INSTEAD OF THE ATTACHMENTS PROVIDED.

IF YOU DO NOT HAVE AN AGREEMENT FOR CUSTODY AND THE OTHER PARTY HAS FILED A RESPONSE, YOU MUST FILE A REQUEST FOR ORDER TO GET A MEDIATION APPOINTMENT

IF THE DEPT. OF CHILD SUPPORT SERVICES IS COLLECTING CHILD SUPPORT UNDER A DIFFERENT CASE NUMBER, YOU MAY MAKE REFERENCE TO THAT CASE NUMBER IN THE JUDGMENT. YOU MAY NOT CHANGE THE SUPPORT ORDER IN THIS CASE.

IF YOU NEED FURTHER ASSISTANCE WITH THESE FORMS PLEASE GO TO THE FAMILY LAW SELF HELP CENTER IN ROOM 30 (Please review schedule for days and hours)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <hr/> TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: _____ MAILING ADDRESS: _____ CITY AND ZIP CODE: _____ BRANCH NAME: _____	
PETITIONER: _____ RESPONDENT: _____	
REQUEST TO ENTER DEFAULT	CASE NUMBER: _____

1. **To the clerk:** Please enter the default of the respondent who has failed to respond to the petition.
2. A completed *Income and Expense Declaration* (form FL-150) or *Financial Statement (Simplified)* (form FL-155) ☐ is attached ☐ is not attached.
 A completed *Property Declaration* (form FL-160) ☐ is attached ☐ is not attached
 because (check at least one of the following):
 - (a) ☐ there have been no changes since the previous filing.
 - (b) ☐ the issues subject to disposition by the court in this proceeding are the subject of a written agreement.
 - (c) ☐ there are no issues of child, spousal, or partner support or attorney fees and costs subject to determination by the court.
 - (d) ☐ the petition does not request money, property, costs, or attorney fees. (Fam. Code, § 2330.5.)
 - (e) ☐ there are no issues of division of community property.
 - (f) ☐ this is an action to establish parental relationship.

Date: _____

 (TYPE OR PRINT NAME)

 (SIGNATURE OF [ATTORNEY FOR] PETITIONER)

3. **Declaration**
 - a. ☐ No mailing is required because service was by publication or posting and the address of the respondent remains unknown.
 - b. ☐ A copy of this *Request to Enter Default*, including any attachments and an envelope with sufficient postage, was provided to the court clerk, with the envelope addressed as follows (address of the respondent's attorney or, if none, the respondent's last known address):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: _____

 (TYPE OR PRINT NAME)

 (SIGNATURE OF DECLARANT)

FOR COURT USE ONLY
<input type="checkbox"/> <i>Request to Enter Default</i> mailed to the respondent or the respondent's attorney on (date): _____ <input type="checkbox"/> Default entered as requested on (date): _____ <input type="checkbox"/> Default not entered. Reason: _____
Clerk, by _____, Deputy

CASE NAME (Last name, first name of each party):	CASE NUMBER:
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4. **Memorandum of costs**

a. ☐ Costs and disbursements are waived.

b. Costs and disbursements are listed as follows:

(1) ☐ Clerk's fees \$.....

(2) ☐ Process server's fees \$.....

(3) ☐ Other (specify): \$.....

..... \$.....

..... \$.....

..... \$.....

TOTAL \$.....

c. I am the attorney, agent, or party who claims these costs. To the best of my knowledge and belief, the foregoing items of cost are correct and have been necessarily incurred in this cause or proceeding.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____		_____
(TYPE OR PRINT NAME)		(SIGNATURE OF DECLARANT)

5. **Declaration of nonmilitary status.** The respondent is not in the military service of the United States as defined in section 511 et seq. of the Servicemembers Civil Relief Act (50 U.S.C. Appen. § 501 et seq.), and is not entitled to the benefits of such act.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____		_____
(TYPE OR PRINT NAME)		(SIGNATURE OF DECLARANT)

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <div style="display: flex; justify-content: space-between;"> <div> TELEPHONE NO.: E-MAIL ADDRESS: ATTORNEY FOR (Name): </div> <div>FAX NO. :</div> </div>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	
STIPULATION FOR ENTRY OF JUDGMENT RE: ESTABLISHMENT OF PARENTAL RELATIONSHIP	CASE NUMBER:

THE PARTIES STIPULATE THAT

1. ☐ The parties have read and understand the *Advisement and Waiver of Rights Re: Establishment of Parental Relationship* (form FL-235), which is submitted with this *Stipulation for Entry of Judgment*. The parties give up those rights and freely agree that a judgment may be entered in accordance with this stipulation.
2. Name: ☐ Mother ☐ Father
 Name: ☐ Mother ☐ Father
 are the parents of the following children:
 Name Date of Birth
3. ☐ Child custody and visitation shall be ordered as set forth in the proposed *Judgment (Uniform Parentage)* (form FL-250).
4. ☐ Child support shall be ordered as set forth in the proposed *Judgment (Uniform Parentage)* (form FL-250).
5. ☐ Attorney fees shall be ordered as set forth in the proposed *Judgment (Uniform Parentage)* (form FL-250).
6. ☐ Names of the children shall be changed as set forth in the proposed *Judgment (Uniform Parentage)* (form FL-250).
7. ☐ Reasonable costs of pregnancy and birth shall be paid as ordered in the proposed *Judgment (Uniform Parentage)* (form FL-250).
8. ☐ Other orders shall be as set forth in the proposed *Judgment (Uniform Parentage)* (form FL-250).
9. ☐ The parties further agree that the court make the following orders:

☐ See attachment 9.

Date: _____ <div style="text-align: center; font-size: small;">(TYPE OR PRINT NAME)</div>	▶	_____ <div style="text-align: center; font-size: small;">(SIGNATURE OF PETITIONER)</div>
Date: _____ <div style="text-align: center; font-size: small;">(TYPE OR PRINT NAME)</div>	▶	_____ <div style="text-align: center; font-size: small;">(SIGNATURE OF RESPONDENT)</div>
Date: _____ <div style="text-align: center; font-size: small;">(TYPE OR PRINT NAME)</div>	▶	_____ <div style="text-align: center; font-size: small;">(SIGNATURE OF ATTORNEY FOR PETITIONER)</div>
Date: _____ <div style="text-align: center; font-size: small;">(TYPE OR PRINT NAME)</div>	▶	_____ <div style="text-align: center; font-size: small;">(SIGNATURE OF ATTORNEY FOR RESPONDENT)</div>
Date: _____ <div style="text-align: center; font-size: small;">(TYPE OR PRINT NAME)</div>	▶	_____ <div style="text-align: center; font-size: small;">(SIGNATURE OF OTHER PARTY OR ATTORNEY)</div>

PETITIONER: RESPONDENT:	CASE NUMBER:
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ADVISEMENT AND WAIVER OF RIGHTS RE: DETERMINATION OF PARENTAL RELATIONSHIP

1. **RIGHT TO BE REPRESENTED BY A LAWYER.** I understand that I have the right to be represented by a lawyer of my own choice at my own expense. If I cannot afford a lawyer, I can contact the Lawyer Referral Association of the local bar association or the Family Law Facilitator for assistance.
2. **RIGHT TO A TRIAL.** I understand that I have a right to have a judge determine whether I am the parent of the children named in this action.
3. **RIGHT TO CONFRONT AND CROSS-EXAMINE WITNESSES.** I understand that in a trial I have the right to confront and cross-examine the witnesses against me and to present evidence and witnesses in my own defense.
4. **RIGHT TO HAVE GENETIC TESTING.** I understand that, where the law permits, I have the right to have the court order genetic testing. The court will decide who pays for the tests. The court could order that I pay none, some, or all of the costs of the tests.
5. **OBLIGATIONS.** I understand that if I admit that I am the parent of the children in this action that those children will be my children for legal purposes.
6. **WAIVER.** I understand that I am admitting that I am the parent of the children named in the stipulation and am giving up the rights stated above (except the right to an attorney if I have an attorney).
7. **CHILD SUPPORT.** I understand that I will have the duty to contribute to the support of the children named in this action and that this duty of support will continue for each child until the obligation is terminated by law.
8. **CRIMINAL NON-SUPPORT.** I understand that if I willfully fail to support the children, criminal proceedings may be initiated against me.
9. **UNDERSTANDING.**
 - a. ☐ I have read and understand the *Judgment (Uniform Parentage—Custody and Support)* (form FL-250) and this *Advisement and Waiver of Rights*.
 - b. ☐ I understand the translation.

IF I AM REPRESENTED BY AN ATTORNEY, I ACKNOWLEDGE THAT MY ATTORNEY HAS READ AND EXPLAINED TO ME THE CONTENTS OF THE STIPULATION, RECITALS, AND WAIVERS, AND I ACKNOWLEDGE THAT I UNDERSTAND THEM.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)

INTERPRETER'S DECLARATION

1. The ☐ Petitioner ☐ Respondent is unable to read or understand the *Judgment (Uniform Parentage—Custody and Support)* (form FL-250) and this *Advisement and Waiver of Rights* because:
 - a. ☐ the primary language of the party is (*specify*):
 - b. ☐ Other (*specify*):
2. I certify under penalty of perjury under the laws of the State of California that I have, to the best of my ability, read or translated for the ☐ Petitioner ☐ Respondent the *Judgment (Uniform Parentage—Custody and Support)* (form FL-250) and this *Advisement and Waiver of Rights*. ☐ Petitioner ☐ Respondent understood the *Judgment (Uniform Parentage—Custody and Support)* (form FL-250) and this *Advisement and Waiver of Rights* before signing them, as stated in Item 9 above.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE OF INTERPRETER)

PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT:	
DECLARATION FOR DEFAULT OR UNCONTESTED JUDGMENT	CASE NUMBER:

1. I declare that if I appeared in court and were sworn, I would testify to the truth of the facts in this declaration.
2. I request that proof will be by this declaration and that I will not appear before the court unless I am ordered by the court to appear.
3. All the information in the ☐ *Petition to Determine Parental Relationship* ☐ *Response*
☐ *Petition for Custody and Support of Minor Children* ☐ *Response* is true and correct.
4. ☐ Respondent and/or ☐ Petitioner is/are the parent(s) of the minor children.
5. A voluntary declaration of parentage or paternity form ☐ has ☐ has not been signed regarding these children (*attach a copy if available*).
6. **DEFAULT OR UNCONTESTED** (*Check a or b*)
 - a. ☐ The default of the respondent was entered or is being requested, and I am not seeking any relief not requested in the petition. **OR**
 - b. ☐ The parties have stipulated (agreed in writing) that the matter may proceed as an uncontested matter without notice, and the stipulation is attached.
7. ☐ **CHILD SUPPORT** should be ordered as set forth in the proposed *Judgment* (form FL-250).
 - a. ☐ Petitioner ☐ Respondent is presently receiving public assistance (TANF); thus all support should be made payable to the local child support agency at (*specify address*):
 - b. **NOTE: If a support order is requested, submit a completed *Income and Expense Declaration* (form FL-150), or *Financial Statement (Simplified)* (form FL-155), unless a current form is on file. Include your best estimate of the other party's gross monthly income.**
8. ☐ **ATTORNEY FEES** should be ordered as set forth in the proposed *Judgment* (form FL-250).
9. ☐ **CHILD CUSTODY** should be ordered as set forth in the proposed *Judgment* (form FL-250).
10. ☐ **CHILD VISITATION (PARENTING TIME)** should be ordered as set forth in the proposed *Judgment* (form FL-250).
11. ☐ **REASONABLE EXPENSES OF PREGNANCY AND BIRTH** should be ordered as set forth in the proposed *Judgment* (form FL-250).
12. ☐ **NAMES OF THE CHILDREN** should be changed as set forth in the proposed *Judgment* (form FL-250).
13. This declaration may be reviewed by a commissioner sitting as a temporary judge who may determine whether to grant this request or require my appearance.
14. I have read and understand the *Advisement and Waiver of Rights Re: Determination of Parental Relationship* (form FL-235), which is signed and attached to this declaration.
15. ☐ **Other** (*specify*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)	 (SIGNATURE OF DECLARANT)
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PARTY WITHOUT ATTORNEY OR ATTORNEY NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER: RESPONDENT:	
JUDGMENT	CASE NUMBER:

1. ☐ This judgment ☐ contains personal conduct restraining orders ☐ modifies existing restraining orders.
 The restraining orders are contained in item(s): _____ of the attachment.
 They expire on (date): _____ A CLETS form must be attached.
2. a. This matter proceeded as follows: ☐ Default or uncontested ☐ By declaration ☐ Contested
 b. Date: _____ Dept.: _____ Room: _____
 c. Judicial officer (name): _____ ☐ Temporary judge
 d. ☐ Petitioner present ☐ Attorney present (name): _____
 e. ☐ Respondent present ☐ Attorney present (name): _____
 f. **Petitioner**
 - (1) ☐ The petitioner appeared without counsel and was advised of relevant rights.
 - (2) ☐ The petitioner signed *Advisement and Waiver of Rights Re: Determination of Parental Relationship* (form FL-235).
 - (3) ☐ The petitioner is married to the respondent, and no other action is pending.
 - (4) ☐ The petitioner signed a voluntary declaration of parentage or paternity.
 - (5) ☐ There is a prior judgment of parentage in a family support, juvenile, or adoption court case.
 g. **Respondent**
 - (1) ☐ The respondent appeared without counsel and was advised of relevant rights.
 - (2) ☐ The respondent signed *Advisement and Waiver of Rights Re: Determination of Parental Relationship* (form FL-235).
 - (3) ☐ The respondent is married to the petitioner, and no other action is pending.
 - (4) ☐ The respondent signed a voluntary declaration of parentage or paternity.
 - (5) ☐ There is a prior judgment of parentage in a family support, juvenile or adoption court case.
 h. Other parties or attorneys present (specify): _____

3. THE COURT FINDS

Name:

Name:

Name:

are the parents of the following children:

Child's name

Date of birth

4. THE COURT ORDERS

- a. ☐ Child custody and visitation are as specified in one or more of the attached forms:
 - (1) ☐ *Child Custody and Visitation Order Attachment* (form FL-341)
 - (2) ☐ *Stipulation and Order for Custody and/or Visitation of Children* (form FL-355)
 - (3) ☐ Other (specify): _____

PETITIONER: RESPONDENT:	CASE NUMBER:
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5. THE COURT FURTHER ORDERS

- a. ☐ Child support is as stated in one or more of the attached:
 - (1) ☐ *Child Support Information and Order Attachment* (form FL-342)
 - (2) ☐ *Stipulation to Establish or Modify Child Support and Order* (form FL-350)
 - (3) ☐ Other (*specify*):
- b. Both parties must complete and file with the court a *Child Support Case Registry Form* (form FL-191) within 10 days of the date of this judgment. Thereafter, the parents must notify the court of any change in the information submitted, within 10 days of the change.
- c. The form *Notice of Rights and Responsibilities—Health Care Costs and Reimbursement Procedures and Information Sheet on Changing a Child Support Order* (form FL-192) is attached.
- d. ☐ The last names of the children are changed to (*specify*):
- e. ☐ The birth certificates must be amended to conform to this court order by
 - (1) ☐ adding the following parent's name:
 - (2) ☐ changing the last name of the children.
- f. ☐ Attorney fees and costs are as stated in the attached *Attorney's Fees and Costs Order Attachment* (form FL-346).
- g. ☐ Reasonable expenses of pregnancy and birth are as stated in the attachment.
- h. ☐ Other (*specify*):

☐ Continued on Attachment 5h.

6. Number of pages attached: _____

Date: _____

_____ (TYPE OR PRINT NAME)		_____ JUDICIAL OFFICER
		<input type="checkbox"/> SIGNATURE FOLLOWS LAST ATTACHMENT

NOTICE: Any party required to pay child support must pay interest on overdue amounts at the "legal" rate, which is currently 10 percent.

PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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CHILD CUSTODY AND VISITATION (PARENTING TIME) ORDER ATTACHMENT

TO ☐ **Findings and Order After Hearing** (form FL-340) ☐ **Judgment** (form FL-180) ☐ **Judgment** (form FL-250)
☐ **Stipulation and Order to Custody and/or Visitation of Children** (form FL-355)
☐ Other (specify):

1. **Jurisdiction.** This court has jurisdiction to make child custody orders in this case under the Uniform Child Custody Jurisdiction and Enforcement Act (Fam. Code, §§ 3400–3465).
2. **Notice and opportunity to be heard.** The responding party was given notice and an opportunity to be heard, as provided by the laws of the State of California.
3. **Country of habitual residence.** The country of habitual residence of the child or children in this case is
☐ the United States ☐ Other (specify):
4. **Penalties for violating this order.** If you violate this order, you may be subject to civil or criminal penalties, or both.
5. ☐ **Child Custody.** Custody of the minor children of the parties is awarded as follows:

<u>Child's Name</u>	<u>Birth Date</u>	<u>Legal custody to: (person who makes decisions about health, education, etc.)</u>	<u>Physical custody to: (person with whom child lives)</u>
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6. ☐ **Child abduction prevention.** There is a risk that one of the parties will take the children out of California without the other party's permission. (*Child Abduction Prevention Orders Attachment (form FL-341(B)) must be attached and must be obeyed.*)

7. ☐ **Visitation (Parenting Time)**

- a. ☐ Reasonable right of visitation to the party without physical custody (**not appropriate in cases involving domestic violence**)
- b. ☐ See the attached _____ -page document
- c. ☐ The parties will go to child custody mediation or child custody recommending counseling at (specify date, time, and location):
- d. ☐ No Visitation (Parenting Time)
- e. ☐ Visitation (Parenting Time) for the ☐ petitioner ☐ respondent ☐ other (name):
will be as follows:

(1) ☐ **Weekends starting (date):**

(Note: The first weekend of the month is the first weekend with a Saturday.)

☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th weekend of the month

from _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
 (day of week) (time) ☐ after school

to _____ at _____ a.m. ☐ p.m./ if applicable, specify: ☐ start of school
 (day of week) (time) ☐ after school

- (a) ☐ The parties will alternate the fifth weekends, with the ☐ petitioner ☐ respondent
☐ other parent/party having the initial fifth weekend, which starts (date):

- (b) ☐ The ☐ petitioner ☐ respondent ☐ other parent/party will have the
 fifth weekend in ☐ odd ☐ even numbered months.

THIS IS A COURT ORDER.

C. ☐ other places (specify):

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PETITIONER: RESPONDENT: OTHER PARENT/PARTY:	CASE NUMBER:
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11. ☐ **Holiday schedule.** The children will spend holiday time as listed ☐ below ☐ in the attached schedule (*Children's Holiday Schedule Attachment (form FL-341(C))* may be used for this purpose.)

12. ☐ **Additional custody provisions.** The parties will follow the additional custody provisions listed ☐ below ☐ in the attached schedule. (*Additional Provisions—Physical Custody Attachment (form FL-341(D))* may be used for this purpose.)

13. ☐ **Joint legal custody.** The parties will share joint legal custody as listed ☐ below ☐ in the attached schedule. (*Joint Legal Custody Attachment (form FL-341(E))* may be used for this purpose.)

14. **Access to children's records.** Both the custodial and noncustodial parent have the right to access records and information about their minor children (including medical, dental, and school records) and consult with professionals who are providing services to the children.

15. ☐ **Other** (*specify*):

THIS IS A COURT ORDER.

PETITIONER/PLAINTIFF:
RESPONDENT/DEFENDANT:
OTHER PARENT/PARTY:

CASE NUMBER:

SUPERVISED VISITATION ORDER**Attachment to Child Custody and Visitation (Parenting Time) Order Attachment (form FL-341)**

1. Evidence has been presented in support of a request that the contact of ☐ Petitioner ☐ Respondent ☐ Other Parent/Party with the child(ren) be supervised based upon allegations of
- ☐ abduction of child(ren) ☐ physical abuse ☐ drug abuse ☐ neglect
☐ sexual abuse ☐ domestic violence ☐ alcohol abuse ☐ other (*specify*):
- ☐ Petitioner ☐ Respondent ☐ Other Parent/Party disputes these allegations and the court reserves the findings on these issues pending further investigation and hearing or trial.
2. The court finds, under Family Code section 3100, that the best interest of the child(ren) requires that visitation by ☐ Petitioner ☐ Respondent ☐ Other Parent/Party must, until further order of the court, be limited to contact supervised by the person(s) set forth in item 6 below pending further investigation and hearing or trial.

THE COURT MAKES THE FOLLOWING ORDERS**3. CHILD(REN) TO BE SUPERVISED**

Child's Name Birth Date Age Sex

4. TYPE

- a. ☐ Supervised visitation b. ☐ Supervised exchange only

5. SUPERVISED VISITATION PROVIDER

- a. ☐ Professional (individual provider or supervised visitation center) b. ☐ Nonprofessional

6. AUTHORIZED PROVIDER

Name Address Telephone

☐ Any other mutually agreed-upon third party as arranged.

7. DURATION AND FREQUENCY OF VISITS (see form FL-341 for specifics of visitation):

8. PAYMENT RESPONSIBILITY Petitioner: % Respondent: % Other Parent/Party: %

9. ☐ Petitioner will contact professional provider or supervised visitation center no later than (*date*):
☐ Respondent will contact professional provider or supervised visitation center no later than (*date*):
☐ Other Parent/party will contact professional provider or supervised visitation center no later than (*date*):

10. THE COURT FURTHER ORDERS

Date:

JUDICIAL OFFICER

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PETITIONER/PLAINTIFF:
RESPONDENT/DEFENDANT:
OTHER PARENT/PARTY:

CASE NUMBER:

CHILD SUPPORT INFORMATION AND ORDER ATTACHMENT

- TO ☐ Findings and Order After Hearing (form FL-340)
☐ Judgment (form FL-180) ☐ Judgment (form FL-250)
☐ Restraining Order After Hearing (CLETS-OAH) (form DV-130)
☐ Other (specify):

THE COURT USED THE FOLLOWING INFORMATION IN DETERMINING THE AMOUNT OF CHILD SUPPORT:

1. ☐ A printout of a computer calculation and findings is attached and incorporated in this order for all required items not filled out below.

2. ☐ **Income**
- a. Each parent's monthly income is as follows:
- | | Gross monthly
income | Net monthly
income | Receiving
TANF/CalWORKS |
|--------------------------|-------------------------|-----------------------|----------------------------|
| Petitioner/plaintiff: \$ | | \$ | <input type="checkbox"/> |
| Respondent/defendant: \$ | | \$ | <input type="checkbox"/> |
| Other parent/party: \$ | | \$ | <input type="checkbox"/> |
- b. Imputation of income. The court finds that the ☐ Petitioner/plaintiff ☐ Respondent/defendant
☐ Other parent/party has the capacity to earn:
\$ per and has based the support order upon this imputed income.

3. ☐ **Children of this relationship**

- a. Number of children who are the subjects of the support order (specify):
- b. Approximate percentage of time spent with petitioner/plaintiff: %
Respondent/defendant: %
Other parent/party: %

4. ☐ **Hardships**

Hardships for the following have been allowed in calculating child support:

	Petitioner/ plaintiff	Respondent/ defendant	Other parent/ party	Approximate ending time for the hardship
a. <input type="checkbox"/> Other minor children:	\$	\$	\$	
b. <input type="checkbox"/> Extraordinary medical expenses:	\$	\$	\$	
c. <input type="checkbox"/> Catastrophic losses:	\$	\$	\$	

THE COURT ORDERS

5. ☐ **Low-income adjustment**

- a. ☐ The low-income adjustment applies.
b. ☐ The low-income adjustment does not apply because (specify reasons):

6. ☐ **Child support**

- a. **Base child support**

☐ Petitioner/plaintiff ☐ Respondent/defendant ☐ Other parent/party must pay child support beginning (date): and continuing until further order of the court, or until the child marries, dies, is emancipated, reaches age 19, or reaches age 18 and is not a full-time high school student, whichever occurs first, as follows:

Child's name Date of birth Monthly amount Payable to (name):

Payable ☐ on the 1st of the month ☐ one-half on the 1st and one-half on the 15th of the month
☐ other (specify):

THIS IS A COURT ORDER.

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER:
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THE COURT FURTHER ORDERS

6. b. ☐ **Mandatory additional child support**

(1) Child-care costs related to employment or reasonably necessary job training

- | | | | | | | |
|--|---|----------|----|-----------------------------|-----------|-------------------|
| (a) <input type="checkbox"/> Petitioner/plaintiff must pay: | % | of total | or | <input type="checkbox"/> \$ | per month | child-care costs. |
| (b) <input type="checkbox"/> Respondent/defendant must pay: | % | of total | or | <input type="checkbox"/> \$ | per month | child-care costs. |
| (c) <input type="checkbox"/> Other parent/party must pay: | % | of total | or | <input type="checkbox"/> \$ | per month | child-care costs. |
| (d) <input type="checkbox"/> Costs to be paid as follows (<i>specify</i>): | | | | | | |

c. **Mandatory additional child support**

(2) Reasonable uninsured health-care costs for the children

- | | | | | | |
|--|---|----------|----|-----------------------------|------------|
| (a) <input type="checkbox"/> Petitioner/plaintiff must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (b) <input type="checkbox"/> Respondent/defendant must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (c) <input type="checkbox"/> Other parent/party must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (d) <input type="checkbox"/> Costs to be paid as follows (<i>specify</i>): | | | | | |

d. ☐ **Additional child support**

(1) ☐ Costs related to the educational or other special needs of the children

- | | | | | | |
|--|---|----------|----|-----------------------------|------------|
| (a) <input type="checkbox"/> Petitioner/plaintiff must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (b) <input type="checkbox"/> Respondent/defendant must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (c) <input type="checkbox"/> Other parent/party must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (d) <input type="checkbox"/> Costs to be paid as follows (<i>specify</i>): | | | | | |

(2) ☐ Travel expenses for visitation

- | | | | | | |
|--|---|----------|----|-----------------------------|------------|
| (a) <input type="checkbox"/> Petitioner/plaintiff must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (b) <input type="checkbox"/> Respondent/defendant must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (c) <input type="checkbox"/> Other parent/party must pay: | % | of total | or | <input type="checkbox"/> \$ | per month. |
| (d) <input type="checkbox"/> Costs to be paid as follows (<i>specify</i>): | | | | | |

e. ☐ **Non-Guideline Order**

This order does not meet the child support guideline set forth in Family Code section 4055. *Non-Guideline Child Support Findings Attachment* ([form FL-342\(A\)](#)) is attached.

Total child support per month: \$
--

7. **Health-care expenses**

a. Health insurance coverage for the minor children of the parties must be maintained by the

☐ petitioner/plaintiff ☐ respondent/defendant ☐ other parent/party if available at no or reasonable cost through their respective places of employment or self-employment. Both parties are ordered to cooperate in the presentation, collection, and reimbursement of any health-care claims. The parent ordered to provide health insurance must seek continuation of coverage for the child after the child attains the age when the child is no longer considered eligible for coverage as a dependent under the insurance contract, if the child is incapable of self-sustaining employment because of a physically or mentally disabling injury, illness, or condition and is chiefly dependent upon the parent providing health insurance for support and maintenance.

b. ☐ Health insurance is not available to the ☐ petitioner/plaintiff ☐ respondent/defendant ☐ other parent/party at a reasonable cost at this time.

c. ☐ The party providing coverage must assign the right of reimbursement to the other party.

8. **Earnings assignment**

An earnings assignment order is issued. **Note:** The payor of child support is responsible for the payment of support directly to the recipient until support payments are deducted from the payor's wages and for payment of any support not paid by the assignment.

THIS IS A COURT ORDER.

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER:
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9. In the event that there is a contract between a party receiving support and a private child support collector, the party ordered to pay support must pay the fee charged by the private child support collector. This fee must not exceed 33 1/3 percent of the total amount of past due support nor may it exceed 50 percent of any fee charged by the private child support collector. The money judgment created by this provision is in favor of the private child support collector and the party receiving support, jointly.

10. ☐ **Employment search order (Family Code § 4505)**
☐ Petitioner/plaintiff ☐ Respondent/defendant ☐ Other parent/party is ordered to seek employment with the following terms and conditions:

11. **Other orders (specify):**

12. Notices

- a. *Notice of Rights and Responsibilities (Health-Care Costs and Reimbursement Procedures) and Information Sheet on Changing a Child Support Order* ([form FL-192](#)) must be attached and is incorporated into this order.
- b. If this form is attached to *Restraining Order After Hearing* ([form DV130](#)), the support orders issued on this form (form FL-342) remain in effect after the restraining orders issued on form DV-130 end.

13. Child Support Case Registry Form

Both parties must complete and file with the court a *Child Support Case Registry Form* ([form FL-191](#)) within 10 days of the date of this order. Thereafter, the parties must notify the court of any change in the information submitted within 10 days of the change by filing an updated form.

NOTICE: Any party required to pay child support must pay interest on overdue amounts at the legal rate, which is currently 10 percent per year.

THIS IS A COURT ORDER.

NOTICE OF RIGHTS AND RESPONSIBILITIES

Health-Care Costs and Reimbursement Procedures

IF YOU HAVE A CHILD SUPPORT ORDER THAT INCLUDES A PROVISION FOR THE REIMBURSEMENT OF A PORTION OF THE CHILD'S OR CHILDREN'S HEALTH-CARE COSTS AND THOSE COSTS ARE NOT PAID BY INSURANCE, THE LAW SAYS:

1. Notice. You must give the other parent an itemized statement of the charges that have been billed for any health-care costs not paid by insurance. You must give this statement to the other parent within a reasonable time, but no more than 30 days after those costs were given to you.

2. Proof of full payment. If you have already paid all of the uninsured costs, you must (1) give the other parent proof that you paid them and (2) ask for reimbursement for the other parent's court-ordered share of those costs.

3. Proof of partial payment. If you have paid only your share of the uninsured costs, you must (1) give the other parent proof that you paid your share, (2) ask that the other parent pay his or her share of the costs directly to the health-care provider, and (3) give the other parent the information necessary for that parent to be able to pay the bill.

4. Payment by notified parent. If you receive notice from a parent that an uninsured health-care cost has been incurred, you must pay your share of that cost within the time the court orders; or if the court has not specified a period of time, you must make payment (1) within 30 days from the time you were given notice of the amount due, (2) according to any payment schedule set by the health-care provider, (3) according to a schedule agreed to in writing by you and the other parent, or (4) according to a schedule adopted by the court.

5. Disputed charges. If you dispute a charge, you may file a motion in court to resolve the dispute, but only if you pay that charge before filing your motion. If you claim that the other party has failed to reimburse you for a payment, or the other party has failed to make a payment to the provider after proper notice has been given, you may file a motion in court to resolve the dispute. The court will presume that if uninsured costs have been paid, those costs were reasonable. The court may award attorney fees and costs against a party who has been unreasonable.

6. Court-ordered insurance coverage. If a parent provides health-care insurance as ordered by the court, that insurance must be used at all times to the extent that it is available for health-care costs.

a. Burden to prove. The party claiming that the coverage is inadequate to meet the child's needs has the burden of proving that to the court.

b. Cost of additional coverage. If a parent purchases health-care insurance in addition to that ordered by the court, that parent must pay all the costs of the additional coverage. In addition, if a parent uses alternative coverage that costs more than the coverage provided by court order, that parent must pay the difference.

7. Preferred health providers. If the court-ordered coverage designates a preferred health-care provider, that provider must be used at all times consistent with the terms of the health insurance policy. When any party uses a health-care provider other than the preferred provider, any health-care costs that would have been paid by the preferred health provider if that provider had been used must be the sole responsibility of the party incurring those costs.

INFORMATION SHEET ON CHANGING A CHILD SUPPORT ORDER

General Information

The court has just made a child support order in your case. This order will remain the same unless a party to the action requests that the support be changed (modified). An order for child support can be modified only by filing a motion to change child support and serving each party involved in your case. If both parents and the local child support agency (if it is involved) agree on a new child support amount, you can complete, have all parties sign, and file with the court a *Stipulation to Establish or Modify Child Support and Order* (form FL-350) or *Stipulation and Order (Governmental)* (form FL-625).

When a Child Support Order May Be Modified

The court takes several things into account when ordering the payment of child support. First, the number of children is considered. Next, the net incomes of both parents are determined, along with the percentage of time each parent has physical custody of the children. The court considers both parties' tax filing status and may consider hardships, such as a child of another relationship. An existing order for child support may be modified when the net income of one of the parents changes significantly, the parenting schedule changes significantly, or a new child is born.

Examples

- You have been ordered to pay \$500 per month in child support. You lose your job. You will continue to owe \$500 per month, plus 10 percent interest on any unpaid support, unless you file a motion to modify your child support to a lower amount and the court orders a reduction.
- You are currently receiving \$300 per month in child support from the other parent, whose net income has just increased substantially. You will continue to receive \$300 per month unless you file a motion to modify your child support to a higher amount and the court orders an increase.
- You are paying child support based upon having physical custody of your children 30 percent of the time. After several months it turns out that you actually have physical custody of the children 50 percent of the time. You may file a motion to modify child support to a lower amount.

How to Change a Child Support Order

To change a child support order, you must file papers with the court. *Remember:* You must follow the order you have now.

What forms do I need?

If you are asking to change a child support order open with the local child support agency, you must fill out one of these forms:

- FL-680, *Notice of Motion (Governmental)* **or** FL-683 *Order to Show Cause (Governmental)* **and**
- FL-684, *Request for Order and Supporting Declaration (Governmental)*

If you are asking to change a child support order that is **not** open with the local child support agency, you must fill out one of these forms:

- FL-300, *Request for Order* **or**
- FL-390, *Notice of Motion and Motion for Simplified Modification of Order for Child, Spousal, or Family Support*

You must also fill out one of these forms:

- FL-150, *Income and Expense Declaration* **or** FL-155, *Financial Statement (Simplified)*

What if I am not sure which forms to fill out?

Talk to the family law facilitator at your court.

After you fill out the forms, file them with the court clerk and ask for a hearing date. Write the hearing date on the form.

The clerk will ask you to pay a filing fee. If you cannot afford the fee, fill out these forms, too:

- Form FW-001, *Request to Waive Court Fees*
- Form FW-003, *Order on Court Fee Waiver (Superior Court)*

You must serve the other parent. If the local child support agency is involved, serve it too.

This means someone 18 or over—**not you**—must serve the other parent copies of your filed court forms at least **16 court days** before the hearing. Add **5 calendar days** if you serve by mail within California (see Code of Civil Procedure section 1005 for other situations).

Court days are weekdays when the court is open for business (Monday through Friday except court holidays). **Calendar days** include all days of the month, including weekends and holidays. To find court holidays, go to www.courts.ca.gov/holidays.htm.

The server must also serve blank copies of these forms:

- FL-320, *Responsive Declaration to Request for Order* **and** FL-150, *Income and Expense Declaration*, **or**
- FL-155, *Financial Statement (Simplified)*

Then the server fills out and signs a *Proof of Service* (form FL-330 or FL-335). Take this form to the clerk and file it.

Go to your hearing and ask the judge to change the support. Bring your tax returns from the last two years and your last two months' pay stubs. The judge will look at your information, listen to both parents, and make an order. After the hearing, fill out:

- FL-340, *Findings and Order After Hearing* **and**
- FL-342, *Child Support Information and Order Attachment*

Need help?

Contact the family law facilitator in your county or call your county's bar association and ask for an experienced family lawyer.

Aviso de derechos y responsabilidades

Costos de cuidado de la salud y procedimientos de reembolso

Si tiene una orden de manutención de los hijos que disponga el reembolso de una parte de los costos de la atención de la salud del menor (o menores) y dichos costos no son pagados por el seguro, la ley dice lo siguiente:

1. Aviso. Tiene que darle al otro padre una factura detallada de los cargos cobrados por los servicios de salud que no fueron pagados por el seguro. Le tiene que dar esa factura al otro padre dentro de un periodo de tiempo razonable, y no más tarde de 30 días después de haber recibido dichos costos.

2. Comprobante de pago total. Si ya pagó todos los costos de atención de la salud no cubiertos por el seguro, tiene que: (1) darle al otro padre un comprobante de haberlos pagado y (2) pedirle que le reembolse la porción que le corresponde conforme a la orden de la corte.

3. Comprobante de pago parcial. Si solo pagó la porción que le corresponde de los costos no cubiertos por el seguro, debe: (1) darle al otro padre un comprobante indicando que ya pagó dicha porción; (2) pedirle al otro padre que pague directamente al proveedor de servicios de salud la parte de los costos que le corresponde, y (3) darle al otro padre la información necesaria para que pague la factura.

4. Pago por parte del padre notificado. Si usted recibe una notificación del otro padre indicando que se ha incurrido un costo no cubierto por el seguro de salud, deberá pagar la porción que le corresponde a usted dentro del plazo ordenado por la corte, o si la corte no especifica un plazo, deberá pagar dichos costos ya sea (1) a más tardar en 30 días desde la fecha en que recibió la notificación sobre el monto a pagar, (2) según el programa de pagos fijado por el proveedor de servicios de salud, (3) según un programa de pagos acordado por escrito entre usted y el otro padre, o (4) según el programa de pagos adoptado por la corte.

5. Cargos disputados. Si disputa un costo, puede presentar a la corte una petición para resolver la disputa. Solo podrá hacer esto si paga el costo antes de presentar la petición. Si su reclamo consiste en que la otra parte no le ha reembolsado un pago que efectuó, o que no le ha pagado al proveedor de servicios de salud después de la notificación apropiada, puede presentar una petición ante la corte para resolver la disputa. La corte supondrá que si los costos ya se han pagado, dichos costos han sido razonables. Si una persona se comporta de una manera que no sea razonable, la corte puede ordenarle que pague los honorarios de abogado.

6. Cobertura de seguro por orden de la corte. Si un padre paga por el seguro de salud por orden de la corte, ese seguro se usará todo el tiempo, siempre que esté disponible para cubrir los costos de servicios de salud.

a. Carga de la prueba. La parte que alega que la cobertura es inadecuada para cumplir con las necesidades del menor tiene la carga de probarlo en la corte.

b. Costo de cobertura adicional. Si uno de los padres compra un seguro de salud adicional al que haya sido ordenado por la corte, ese padre deberá pagar todos los costos de la cobertura adicional. Además, si uno de los padres usa una cobertura alternativa que cuesta más que la cobertura ordenada por la corte, dicho padre tendrá que pagar la diferencia.

7. Proveedores de salud preferidos. Si la orden de la corte especifica un proveedor de salud preferido, dicho proveedor se tiene que usar siempre, conforme a los términos de la póliza del seguro de salud. Si una parte usa un proveedor que no sea el preferido, los costos de servicios de salud que podrían haber sido cubiertos por el proveedor preferido si se hubiera usado serán la responsabilidad de la parte que haya incurrido dichos costos.

Hoja informativa sobre cómo cambiar una orden de manutención de los hijos

Información general

La corte acaba de dictar una orden de manutención de los hijos en su caso. Esta orden permanecerá igual a menos que una de las partes del caso pida que se cambie (modifique). Una orden de manutención de los hijos solo se puede modificar si se presenta una petición para cambiar la manutención de los hijos y si se hace la entrega legal a todas las partes del caso. Si ambos padres y la agencia local de manutención de los hijos, si corresponde, están de acuerdo sobre un nuevo monto, puede llenar y hacer que cada parte firme una *Estipulación para establecer o modificar una orden de manutención de los hijos y Orden* (formulario FL-350) o una *Estipulación y Orden (Gubernamental)* (formulario FL-625).

Cuándo se puede modificar una orden de manutención de los hijos

La corte toma en consideración varios factores al dictar una orden de manutención de los hijos. Primero, se considera el número de hijos. Luego, se determinan los ingresos de ambos padres, así como el porcentaje del tiempo que cada padre tiene la custodia física de los hijos. La corte considera el estado tributario de ambas partes y puede tener en cuenta factores de dificultad económica, como por ejemplo un hijo de otra relación. Se puede modificar la orden de manutención de los hijos actual si hay un cambio considerable en los ingresos netos de uno de los padres, un cambio considerable en el tiempo que los menores pasan con cada uno de los padres, o si nace un nuevo hijo.

Ejemplos:

- Si le ordenaron pagar \$500 mensuales de manutención de los hijos y luego pierde su empleo, continuará debiendo \$500 mensuales. Además deberá pagar el 10% de interés sobre la manutención impaga a menos que presente una petición pidiendo que se modifique y se reduzca la suma de manutención y que la corte ordene dicha reducción.
- Si está recibiendo \$300 mensuales por manutención de los hijos provenientes del otro padre y los ingresos de ese padre aumentan considerablemente, usted continuará recibiendo \$300 mensuales, a menos que presente una petición para modificar la orden y que la corte ordene el aumento de la suma de manutención de los hijos.
- Si paga manutención de los hijos basándose en que tiene la custodia física de sus hijos un 30% del tiempo, y después de varios meses resulta que en efecto pasa el 50% del tiempo a cargo de la custodia física de sus hijos, podrá presentar una petición pidiendo que se reduzca la suma de manutención.

Cómo modificar una orden de manutención de los hijos

Para modificar una orden de manutención de los hijos, debe presentar documentos ante la corte. *Recuerde:* tiene que obedecer la orden en existencia.

¿Qué formularios necesito?

Si está pidiendo que la corte modifique una orden de manutención de los hijos para un caso abierto por la agencia local de manutención de los hijos, tiene que llenar uno de estos formularios:

- FL-680, *Aviso de petición (Gubernamental)* o FL-683 *Orden de presentar motivos justificativos (Gubernamental)* y
- FL-684, *Solicitud de orden y Declaración de respaldo (Gubernamental)*

Si está pidiendo que la corte modifique una orden de manutención para un caso **no** abierto por la agencia local de manutención de los hijos, tiene que llenar uno de estos formularios:

- FL-300, *Aviso de petición* o
- FL-390, *Aviso de petición y Petición de modificación simplificada de orden de manutención de los hijos, del cónyuge o familiar*

También tiene que llenar uno de estos formularios:

- FL-150, *Declaración sobre ingresos y gastos* o FL-155, *Declaración financiera (Simplificada)*

¿Qué hago si no sé qué formulario llenar? Hable con el Asistente de derecho familiar de su corte.

Después de llenar los formularios, preséntelos en la corte y pida una fecha de audiencia. Ponga la fecha de su audiencia en su formulario. El secretario le pedirá que pague la cuota de presentación. Si no puede pagar la cuota, llene también estos formularios:

- Formulario FW-001, *Solicitud de exención de cuotas de la corte*
- Formulario FW-003, *Orden sobre exención de cuotas de la corte (Corte superior)*

Tiene que hacer la entrega legal al otro padre. Si la agencia local de manutención de los hijos participa en el caso, entregue también los documentos a esa agencia. Esto significa que una persona de al menos 18 años de edad - **no usted** - debe entregar copias de los formularios de la corte presentados por lo menos **16 días judiciales** antes de la audiencia. Agregue **5 días de calendario** si la entrega se hace por correo dentro de California (vea el Código de Procedimientos Civiles, sección 1005 para otras situaciones). Los **días judiciales** son los días en que atiende la corte (lunes a viernes, excepto los días feriados). Los **días de calendario** son todos los días de la semana, incluyendo los fines de semana y los días feriados. Para saber cuáles son los días feriados de la corte, visite: www.courts.ca.gov/holidays.htm.

La persona que hace la entrega legal también tiene que entregar copias de estos formularios en blanco:

- FL-320, *Declaración de respuesta a la solicitud de orden* y FL-150 *Declaración sobre ingresos y gastos*, o
- FL-155, *Declaración financiera (Simplificada)*

Vaya a su audiencia y pida al juez que modifique la manutención. Lleve consigo sus formularios más recientes de declaración de impuestos de los últimos dos años y sus talones de pago de los últimos dos meses. El juez examinará su información, escuchará a ambos padres y dictará una orden. Después de la audiencia, llene:

- FL-340, *Determinaciones y Orden después de la audiencia* y
- FL-342, *Adjunto: Orden e información de manutención de los hijos*

¿Necesita ayuda? Hable con el Asistente de derecho familiar de su condado o llame al colegio de abogados de su condado y pida un abogado con experiencia en derecho familiar.

1. ☐ Dissolution
2. ☐ Dissolution—status only
3. ☐ Dissolution—reserving jurisdiction over termination of marital status or domestic partnership
4. ☐ Legal separation
5. ☐ Nullity
6. ☐ Parent-child relationship
7. ☐ Judgment on reserved issues
8. ☐ Other (*specify*):

—NOTICE TO ATTORNEY OF RECORD OR PARTY WITHOUT ATTORNEY—

WARNING: Neither party may remarry or enter into a new domestic partnership until the effective date of the termination of marital or domestic partnership status, as shown in this box.

Category	Percentage
U.S. should take action	85%
U.S. should not take action	15%
U.S. should take action (Yes)	85%
U.S. should take action (No)	15%
U.S. should not take action (Yes)	15%
U.S. should not take action (No)	85%

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): TELEPHONE NO.: _____ FAX NO. (Optional): _____ E-MAIL ADDRESS (Optional): _____ ATTORNEY FOR (Name): _____	COURT PERSONNEL: STAMP DATE RECEIVED HERE DO NOT FILE
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	
CHILD SUPPORT CASE REGISTRY FORM <input type="checkbox"/> Mother <input type="checkbox"/> First form completed <input type="checkbox"/> Father <input type="checkbox"/> Change to previous information	CASE NUMBER:

**THIS FORM WILL NOT BE PLACED IN THE COURT FILE. IT WILL BE
MAINTAINED IN A CONFIDENTIAL FILE WITH THE STATE OF CALIFORNIA.**

Notice: Pages 1 and 2 of this form must be completed and delivered to the court along with the court order for support. Pages 3 and 4 are instructional only and do not need to be delivered to the court. If you did not file the court order, you must complete this form and deliver it to the court within 10 days of the date on which you received a copy of the support order. Any later change to the information on this form must be delivered to the court on another form within 10 days of the change. It is important that you keep the court informed in writing of any changes of your address and telephone number.

1. Support order information (*this information is on the court order you are filing or have received*).

- a. Date order filed:
- b. ☐ Initial child support or family support order ☐ Modification
- c. Total monthly base current child or family support amount ordered for children listed below, plus any monthly amount ordered payable on past-due support:
- | <u>Child Support:</u> | <u>Family Support:</u> | <u>Spousal Support:</u> |
|---|--|--|
| (1) <input type="checkbox"/> Current base child support: \$
<input type="checkbox"/> Reserved order
<input type="checkbox"/> \$0 (zero) order | <input type="checkbox"/> Current base family support: \$
<input type="checkbox"/> Reserved order
<input type="checkbox"/> \$0 (zero) order | <input type="checkbox"/> Current spousal support: \$
<input type="checkbox"/> Reserved order
<input type="checkbox"/> \$0 (zero) order |
| (2) <input type="checkbox"/> Additional monthly support: \$ | <input type="checkbox"/> Additional monthly support: \$ | |
| (3) <input type="checkbox"/> Total past-due support: \$ | <input type="checkbox"/> Total past-due support: \$ | <input type="checkbox"/> Total past-due support: \$ |
| (4) <input type="checkbox"/> Payment on past-due support: \$ | <input type="checkbox"/> Payment on past-due support: \$ | <input type="checkbox"/> Payment on past-due support: \$ |
| (5) Wage withholding was <input type="checkbox"/> ordered <input type="checkbox"/> ordered but stayed until (date): | | |

2. Person required to pay child or family support (*name*):

Relationship to child (*specify*):

3. Person or agency to receive child or family support payments (*name*):

Relationship to child (*if applicable*):

TYPE OR PRINT IN INK

PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT:	CASE NUMBER:
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4. The child support order is for the following children:

Child's name

Date of birth

Social security number

- a.
- b.
- c.

☐ Additional children are listed on a page attached to this document.

You are required to complete the following information about yourself. You are not required to provide information about the other person, but you are encouraged to provide as much as you can. This form is confidential and will not be filed in the court file. It will be maintained in a confidential file with the State of California.

5. Father's name:

- a. Date of birth:
- b. Social security number:
- c. Street address:

City, state, zip code:

d. Mailing address:

City, state, zip code:

e. Driver's license number:

State:

f. Telephone number:

g. ☐ Employed ☐ Not employed ☐ Self-employed

Employer's name:

Street address:

City, state, zip code:

Telephone number:

6. Mother's name:

- a. Date of birth:
- b. Social security number:
- c. Street address:

City, state, zip code:

d. Mailing address:

City, state, zip code:

e. Driver's license number:

State:

f. Telephone number:

g. ☐ Employed ☐ Not employed ☐ Self-employed

Employer's name:

Street address:

City, state, zip code:

Telephone number:

7. ☐ A restraining order, protective order, or nondisclosure order due to domestic violence is in effect.

- a. The order protects: ☐ Father ☐ Mother ☐ Children
- b. From: ☐ Father ☐ Mother
- c. The restraining order expires on (date):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:



(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON COMPLETING THIS FORM)

INFORMATION SHEET FOR CHILD SUPPORT CASE REGISTRY FORM

(Do NOT deliver this Information Sheet to the court clerk.)

Please follow these instructions to complete the *Child Support Case Registry Form* (form FL-191) if you do not have an attorney to represent you. Your attorney, if you have one, should complete this form.

Both parents must complete a *Child Support Case Registry Form*. The information on this form will be included in a national database that, among other things, is used to locate absent parents. When you file a court order, you must deliver a completed form to the court clerk along with your court order. If you did not file a court order, you must deliver a completed form to the court clerk **WITHIN 10 DAYS** of the date you received a copy of your court order. If any of the information you provide on this form changes, you must complete a new form and deliver it to the court clerk within 10 days of the change. The address of the court clerk is the same as the one shown for the superior court on your order. This form is confidential and will not be filed in the court file. It will be maintained in a confidential file with the State of California.

INSTRUCTIONS FOR COMPLETING THE *CHILD SUPPORT CASE REGISTRY FORM* (TYPE OR PRINT IN INK):

If the top section of the form has already been filled out, skip down to number 1 below. If the top section of the form is blank, you must provide this information.

Page 1, first box, top of form, left side: Print your name, address, telephone number, fax number, and e-mail address, if any, in this box. Attorneys must include their State Bar identification numbers.

Page 1, second box, top of form, left side: Print the name of the county and the court's address in this box. Use the same address for the court that is on the court order you are filing or have received.

Page 1, third box, top of form, left side: Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the court order you are filing or have received.

Page 1, fourth box, top of form, left side: Check the box indicating whether you are the mother or the father. If you are the attorney for the mother, check the box for mother. If you are the attorney for the father, check the box for father. Also, if this is the first time you have filled out this form, check the box by "First form completed." If you have filled out form FL-191 before, and you are changing any of the information, check the box by "Change to previous information."

Page 1, first box, right side: Leave this box blank for the court's use in stamping the date of receipt.

Page 1, second box, right side: Print the court case number in this box. This number is also shown on the court papers.

Instructions for numbered paragraphs:

1. a. Enter the date the court order was filed. This date is shown in the "COURT PERSONNEL: STAMP DATE RECEIVED HERE" box on page 1 at the top of the order on the right side. If the order has not been filed, leave this item blank for the court clerk to fill in.
- b. If the court order you filed or received is the first child or family support order for this case, check the box by "Initial child support or family support order." If this is a change to your order, check the box by "Modification."
- c. Information regarding the amount and type of support ordered and wage withholding is on the court order you are filing or have received.
 - (1) If your order provides for any type of current support, check all boxes that describe that support. For example, if your order provides for both child and spousal support, check both of those boxes. If there is an amount, put it in the blank provided. If the order says the amount is reserved, check the "Reserved order" box. If the order says the amount is zero, check the "\$0 (zero) order" box. Do not include child care, special needs, uninsured medical expenses, or travel for visitation here. These amounts will go in (2). Do NOT complete the Child Support Case Registry form if you receive spousal support only.
 - (2) If your order provides for a set monthly amount to be paid as additional support for such needs as child care, special needs, uninsured medical expenses or travel for visitation check the box in Item 2 and enter the monthly amount. For example, if your order provides for base child support and in addition the paying parent is required to pay \$300 per month, check the box in item 2 underneath the "Child Support" column and enter \$300. Do NOT check this box if your order provides only for a payment of a percentage, such as 50% of the childcare.

- (3) If your order determined the amount of past due support, check the box in Item 3 that states the type of past due support and enter the amount. For example, if the court determined that there was \$5000 in past due child support and \$1000 in past due spousal support, you would check the box in item 3 in the "Child Support" column and enter \$5000 and you would also check the box in item 3 in the "Spousal Support" column and enter \$1000.
 - (4) If your order provides for a specific dollar amount to be paid towards any past due support, check the box in Item 4 that states the type of past due support and enter the amount. For example, the court ordered \$350 per month to be paid on the past due child support, you would check the box in Item 4 in the "Child Support" column and enter \$350.
 - (5) Check the "ordered" box if wage withholding was ordered with no conditions. Check the box "ordered but stayed until" if wage withholding was ordered but is not to be deducted until a later date. If the court delayed the effective date of the wage withholding, enter the specific date. Check only one box in this item.
2. a. Write the name of the person who is supposed to pay child or family support.
b. Write the relationship of that person to the child.
 3. a. Write the name of the person or agency supposed to receive child or family support payments.
b. Write the relationship of that person to the child.
 4. List the full name, date of birth, and social security number for each child included in the support order. If there are more than five children included in the support order, check the box below item 4e and list the remaining children with dates of birth and social security numbers on another sheet of paper. Attach the other sheet to this form.

The local child support agency is required, under section 466(a)(13) of the Social Security Act, to place in the records pertaining to child support the social security number of any individual who is subject to a divorce decree, support order, or paternity determination or acknowledgment. This information is mandatory and will be kept on file at the local child support agency.

Top of page 2, box on left side: Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on page 1.

Top of page 2, box on right side: Print your court case number in this box. Use the same case number as on page 1, second box, right side.

You are required to complete information about yourself. If you know information about the other person, you may also fill in what you know about him or her.

5. If you are the father in this case, list your full name in this space. See instructions for a–g under item 6 below.
6. If you are the mother in this case, list your full name in this space.
 - a. List your date of birth.
 - b. Write your social security number.
 - c. List the street address, city, state, and zip code where you live.
 - d. List the street address, city, state, and zip code where you want your mail sent, if different from the address where you live.
 - e. Write your driver's license number and the state where it was issued.
 - f. List the telephone number where you live.
 - g. Indicate whether you are employed, not employed, self-employed, or by checking the appropriate box. If you are employed, write the name, street address, city, state, zip code, and telephone number where you work.
7. If there is a restraining order, protective order, or nondisclosure order, check this box.
 - a. Check the box beside each person who is protected by the restraining order.
 - b. Check the box beside the parent who is restrained.
 - c. Write the date the restraining order expires. See the restraining order, protective order, or nondisclosure order for this date.

If you are in fear of domestic violence, you may want to ask the court for a restraining order, protective order, or nondisclosure order.

You must type or print your name, fill in the date, and sign the *Child Support Case Registry Form* under penalty of perjury. When you sign under penalty of perjury, you are stating that the information you have provided is true and correct.